



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 5351.1
N00C

4 OCT 2002

COMNAVRESFORCOM INSTRUCTION 5351.1

Subj: COMMANDER, NAVAL RESERVE FORCES COMMAND
(COMNAVRESFORCOM) COMMAND SPONSOR PROGRAM, CHECK IN/
OUT PROCESS AND COMMAND INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 1740.3A

1. Purpose. To issue policy regarding the procedures for checking in/out of the command and establish the Command Sponsor and Command Indoctrination Program.

2. Cancellation. COMNAVSURFRESFORINST 5351.1B

3. Discussion

a. All personnel receiving permanent change of station orders shall be assigned a sponsor. Each individual shall complete the Command Indoctrination Program and appropriate check in/out process.

b. All personnel receiving orders to COMNAVRESFORCOM for 10 days or more shall complete the appropriate check in/out process and Command Indoctrination Program, as applicable.

4. Action

a. The Command Master Chief (CMDCM) shall:

(1) Upon receipt of orders or notification pending transfer of enlisted personnel to the command, ensure a sponsor is assigned and the individual receives a sponsor packet with information about the command and the area.

(2) Establish a Command Indoctrination Program using the guidance of reference (a).

(3) Ensure all newly reported personnel attend Command Indoctrination and the Naval Support Activity Newcomer Orientation Program, within 30 days of reporting aboard.

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b. Command Services Director shall:

(1) Upon receipt of orders of notification of pending transfer of new officers to the command, ensure a sponsor is assigned and the individual receives a sponsor packet with the information about the command and the area.

(2) Ensure all personnel transferring out of the command receive a transfer evaluation/fitness report and complete the check out process.

c. Command Career Counselor

(1) Coordinate Command Indoctrination with the CMDCM.

(2) Prepare and send all "Welcome Aboard" letters and information packages.


R. E. HAYES
Chief of Staff

Distribution:

COMNAVRESFORCOM (N00, N00B, N01)

All DCOSs/SAs

All LCPOs

Command Career Counselor